



Loudoun County Public Schools

HUMAN RESOURCES AND TALENT DEVELOPMENT

JOB CLASS SPECIFICATION

Certified: 3/18/2024

Emergency Management Specialist

Pay Scale: B

Level: 12

FLSA Status: Non-Exempt

Job Family: Central Office Support

Primary Location: Administration Building

Department Overview

The Superintendent's Office provides leadership and guidance to all school sites and administrative offices throughout the Division. The Office works closely with the School Board to interpret policy, assure compliance, and provide strategic direction to the Division to meet the needs of students, parents, families, employees and community members. Additionally, the Office is home to the Division's internal audit; ombuds; legal counsel; safety and security; strategic planning; and diversity, equity, inclusion, and accessibility operations.

Job Overview

An employee in this position is responsible for supporting safety and security related training, programs, drills, tabletop exercises and combined agency full scale exercises. This position assists in the development of training programs, emergency response procedures, and emergency response plans.

Roles and Responsibilities

The following information is intended to describe the overall nature and scope of the work being performed. This is not a comprehensive listing of all responsibilities or tasks; work may differ and other work may be assigned when deemed appropriate.

- Conducts training, drills, tabletop exercises and combined agency field training exercises designed to test and improve LCPS emergency response plans and to improve individual performance
- Conducts training and tabletop exercises designed to test and improve the LCPS Continuity of Operations Plan (COOP)
- Assists in the development of web-based and instructor led training programs designed to improve emergency response actions and individual performance
- Interfaces with local, state, and federal emergency management officials on security planning and crisis management initiatives
- Conducts comprehensive security assessments of all facilities to evaluate conditions relative to the safety of the students, staff and property
- Completes an in-depth review of all crisis and security plans and provides recommendations for improvement
- Advises in the development of school emergency response plans
- Authors after action reports to evaluate the performance of training, drills and exercises
- Makes recommendations for the improvement of current training and the development of new courses
- Advises the Coordinator (Training) regarding special equipment purchases to improve emergency response performance

Qualifications

Below are the minimum qualifications for this job. Equivalent combinations of education and experience are also acceptable.

Education

Bachelor's Degree

Experience

Three (3) years of experience in safety and security related management

Licenses and Certifications

Valid driver's license

Knowledge, Skills and Abilities

- Knowledge and experience in developing and delivering training, drills and exercises
- Knowledge and experience in curriculum development and training methodologies including web-based and instructor led training
- Instructor certification in law enforcement, emergency management and preparedness, or related field preferred
- Knowledge of ICS and NIMS
- Knowledge of emergency response planning
- Knowledge of Continuity of Operations Plan (COOP) development
- Demonstrated presentation and facilitation skills
- Strong oral, written and interpersonal skills
- Knowledge of computer software to include Microsoft Word, PowerPoint and Excel

Physical Requirements

The following provides a brief description of physical requirements for this job:

While performing the duties of this job, the employee is regularly talking, expressing or exchanging ideas by means of the spoken word. The employee must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly. The employee must possess normal cognitive abilities including the ability to learn, recall and apply certain practices and policies. Frequently sitting and/or remaining in a stationary position for long periods of time. Exerting up to 25 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.

Equal Opportunity Employment

The Loudoun County School Board seeks to cultivate a high performing team of professionals focused on its mission and goals. The School Board values merit and excellence within its workforce and encourages the highest levels of professionalism for all its employees.

The School Board also recognizes and values the diversity of the students and broader community it serves and encourages diversity within its workforce.

The Loudoun County School Board is an Equal Opportunity Employer. The School Board does not discriminate against qualified applicants or employees on the basis of actual or perceived race, national origin, ancestry, color, sex, sexual orientation, gender identity, pregnancy, childbirth or related medical conditions, marital status, age, religion, disability, genetic information, veteran status or any basis protected by law.

ADA Accommodations Disclosure

Under the Americans with Disabilities Act (ADA), Loudoun County Public Schools is required to provide reasonable accommodations to qualified employees with disabilities, unless doing so would pose an undue hardship. Qualified employees are those who hold the necessary education, skills, and experience for the job; and who can perform its essential responsibilities, with or without an accommodation.

Remote Work Disclosure

The following guidelines apply to jobs and positions where employees have been identified as having the potential to work remotely. Remote work is defined as completing one's duties and responsibilities at a site other than one's assigned duty location. In order to be eligible for remote work privileges, an employee must have demonstrated consistent, positive performance and have the support and approval of their direct supervisor. In addition, these employees must have reliable high-speed internet and a designated workspace that allows them privacy while completing sensitive and confidential work. Employees who are non-exempt and are working remotely will work their regular scheduled hours and gain prior approval from their supervisor if they work more than 8 hours a day or more than 40 hours in a workweek. Remote work privileges can be amended, changed, or revoked based upon the performance of the employee, as well as the needs of Loudoun County Public Schools.